

## GCV&M Guidelines for Charitable Donations

Genesee Country Village & Museum is pleased to contribute complimentary day passes to many charitable organizations in Rochester and the surrounding area. We receive a high volume of requests each year, and have developed the following guidelines in order to provide you with important information to help you with your request.

1. **Generally, we will donate a pair of day passes** to a charitable organization on an annual basis. If your organization does two or more fundraisers each year, you should request tickets for only one of them. If you request additional donations, please understand we may not be able to honor your request.
2. **Requests should be made not more than three months and not less than two weeks before your event.** Requests received earlier than three months before your event will be held and filled at a later date. Requests received less than two full weeks before your event will not be considered (no exceptions).
3. **All requests must be made in writing** (by mail or fax) to the Marketing Coordinator, Genesee Country Village & Museum, P.O. Box 310, 1410 Flint Hill Road, Mumford, NY 14511. Our fax number is 585-538-6927. Letters should be on organization letterhead and contain the following information: the name of your organization and the event name, event date, the name and address of the person to whom we should mail the donation and a contact telephone number in case we have questions. If there is a deadline by which you require our response for planning purposes, please include that as well. *Due to the large volume of requests we receive, no phone calls please.*

**Thank you for your allowing us to consider your request.**